



STATE OF MISSOURI
Division of Professional Registration

CAREER OPPORTUNITY
An Equal Opportunity Employer

TITLE: Office Support Assistant (Keyboarding)
LOCATION: Professional Registration – Missouri State Board of Healing Arts
Jefferson City, MO
STARTING SALARY: \$21,372-22,332 (Pay Range A09)
Salary increase available if appointment is a promotion

SCREENING BEGINS: May 7, 2010

APPLICATION PROCESS:

Screening begins May 7, 2010. Please send cover letter, resume and three professional references to:

Missouri State Board of Healing Arts
Attn: OSA-K
P.O. Box 4
Jefferson City, MO 65102
Fax: 573-751-3166
Email: healingarts@pr.mo.gov
EOE:F/M/V/D

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Responsible for preparing complaints for Complaint Review Committee and completing directives of the Committee.
- Correspond with complainants both verbally and in writing.
- Assist with tracking investigative cases.
- Prepare documents for imaging.
- Scan Board material.
- Assist with answering phone calls.
- Assist with data entry.
- Assist with copying and mailing Board material.
- Assist with creating and filing Board material.
- Operate standard office equipment and complete all mailing tasks.
- Perform other related duties as assigned.

JOB KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the principles, practices and terminology of the professions licensed and regulated by the Missouri State Board of Healing Arts.
- Knowledge of basic computer applications and terminology.
- Ability to interpret, explain and apply statutes, regulations, policies and procedures.
- Ability to plan and organize work activities to achieve established goals and objectives.
- Ability to establish and/or maintain moderately complex records; use coding and filing systems; and retrieve and compile data.
- Ability to prepare spreadsheets and reports.
- Ability to make and apply routine decisions in accordance with policies and procedures.
- Ability to review documents for accuracy and completeness.
- Ability to establish and maintain effective working relationships.
- Ability to communicate effectively and to prepare clear and concise reports.
- Ability to demonstrate regular and predictable attendance.

QUALIFICATIONS:

- Six months of experience in clerical or general office support work.
- Graduation from high school or possession of a GED certificate.